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September 20, 1943

DRIED MILK MEMORANDUM NO. 12.

To: All Dried Milk Samplers

From: B. J. Ormodt, Senior Marketing Specialist  
Inspection and Grading Division, Dairy and Poultry Branch

Subject: Instructions for Sampling and Test Weighing Dried Skim Milk

This memorandum supersedes all previous instructions pertaining to the sampling and test weighing of dried skim milk.

Inspection. When Dried Milk is offered to FSCC it shall be encumbent upon the vendor to arrange for inspection of the dried milk in ample time, or at least six business days prior to the date the milk will be ready for inspection, to assure that the sampling will be completed by the delivery date specified in the offer.

Containers. Dried skin milk delivered to FSCC shall be packed in barrels meeting the requirements of FSCC "Specifications of Barrels and Liners for Dried Skin Milk". Each barrel shall be clearly marked in accordance with "Marking Instructions for Dried Skin Milk Containers" and with such other legend as may be prescribed by the FSCC prior to shipment.

Weighing. 1. The barrels to be sampled and test weighed shall be selected by the sampler. Five percent or one out of each twenty barrels in each lot shall be sampled and test weighed.

2. The barrels which are selected for test weighing may also be sampled to avoid the opening of an unnecessary number of barrels.

3. Before making test weights the scale shall be checked for accuracy.

4. Test weights shall be made individually by stripping the barrels and weighing the dried milk in the liners, recording the test weights in full pounds or next lower quarter pound. (Remove the top hoop and barrel head, inverting the barrel on the scale and drop the second hoop on the scale, which will allow the staves to spread. The barrel can then be lifted off the dried milk in the liners. After obtaining the weight the barrel can then be replaced, turned upright, and the head placed in the barrel.) The tare weight can be determined by weighing both liners plus the second barrel hoop. If the net weight does not fall on a full or even quarter pound, it shall be lowered to the next lower quarter pound. If the average net weight of the lot is equal to or greater than the marked weight, multiply the number of barrels in the

lot by the marked weight to obtain the net contract weight. If the average net weight of all the barrels weighed in the lot is less than the marked weight, multiply the number of barrels in the lot by the exact average net weight of the barrels weighed, to obtain the correct net contract weight.

5. If a resident sampler is located at a plant, he should weigh and mark the tare on all empty barrels and liners. The test weight can then be made by gross weighing the barrels and deducting the tare as marked thereon by the sampler, in which case 5% of the barrels should be gross weighed. The net weight of the barrels and the total contract weight shall be determined in the same manner as described above.

Sampling. 1. Five percent or one out of each twenty barrels in each lot shall be sampled. It is preferable to use a sampling tube to take the sample. However, if none is available the sampling may be taken with a long handled spoon. The sample should be taken no less than six inches from the side of the barrel and no less than six inches below the top surface of the powder. The can should be filled practically full and the cover immediately replaced. Sample cans with loose covers should not be used.

2. The sample cans shall be numbered consecutively, corresponding to the markings shown in the sampling and test weighing report, for all dried milk sampled at any one plant at one time. In addition to the sample number, the cans shall be marked with the lot number.

3. The sampling and test weight report shall be prepared in quadruplicate. The original should be placed in an envelope and sent with the samples to the laboratory, one copy to Dr. O. J. Kahlenberg, Room 1615, Millers Building, 5 S. Wabash Avenue, Chicago, Illinois, one copy to the vendor, and one copy to be retained by the sampler.

4. The samples shall either be packed by the sampler or packed under his direct supervision. The container shall be sealed with gummed tape and the grader shall sign his name diagonally across the container and tape in such a manner that the tape cannot be removed without mutilating the signature. The samples shall be forwarded promptly, express prepaid by the vendor, to the American Dry Milk Institute, 53 West Jackson Drive, Chicago, Illinois.

5. The sampling and test weighing fee shall be shown on the sampler's report on the basis of time involved, and the expenses shall be shown as cash amount.

6. When the sampling and test weighing is made on dried skim milk which is intended for sale to FSAC, the sampler shall carefully note the barrels, liners and the markings on the barrels, to determine if they meet contract specifications. If the sampler finds that any of these items are not in accordance with the contract requirements, such exceptions shall be noted on the sampling and test weight report and also listed on the grading certificate. If there is any question as to liners meeting contract specifications, sample liners should be mailed to Dr. Kahlenberg for test.

If there are any questions with reference to proper procedures to be followed in taking samples and making test weights on dried skim milk, please do not hesitate to contact the Washington office.

*E. J. O'Connell*